



April 26, 2016

TO: PROSPECTIVE CONSULTANTS

SUBJECT: **REQUEST FOR PROPOSALS FOR DESIGN PROFESSIONAL SERVICES:**
Fire Stations #5, #7, #8, and #9 Fuel Stations Upgrade Project

Dear Consultant:

The City of Santa Clara wishes to engage a consultant to provide design professional services for the Fire Stations #5, #7, #8, and #9 Fuel Stations Upgrade Project. The general scope of work to be performed by the Consultant is described in the Request for Proposals (RFP). The RFP can be obtained from the City website at <http://santaclaraca.gov/index.aspx?page=2420>.

Proposals will be accepted in the Engineering Department of the City of Santa Clara, 1500 Warburton Avenue, Santa Clara, CA 95050, until **3:00 p.m., May 17, 2016**. **Three (3) copies** of the proposal are required. Proposals are to be brief and concise, and are not to be more than 20 (single sided, font size 12 minimum) pages in length. Resumes and the required Attachments to be submitted with the proposal do not count against the 20 pages. Proposals received after the above time and date may not be accepted.

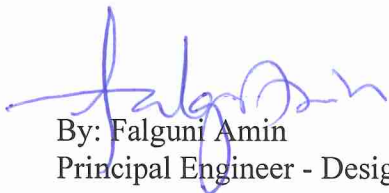
After the proposals have been evaluated, some consultant firms may be scheduled for an oral interview.

Negotiations will begin immediately with the selected Consultant. A Notice to Proceed will be issued following City approval of the Professional Services Agreement. The selected Consultant's work is to proceed according to the schedule contained in the RFP listed on the City website.

Should you have any questions concerning this RFP, please contact Evelyn Liang at (408) 615-3013, Eliang@santaclaraca.gov.

Sincerely,

Director of Public Works/City Engineer

A handwritten signature in blue ink, appearing to read "Falguni Amin".

By: Falguni Amin
Principal Engineer - Design Division

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